

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF KENTUCKY

**CASE MANAGEMENT/ELECTRONIC CASE FILES**  
**FILER REGISTRATION FORM FOR LIMITED USE/CLAIM PASSWORD**

NAME:

ADDRESS:

PHONE #:

FAX#:

E-MAIL ADDRESS:

BAR ID # (if applicable): STATE OF

1. Pro Hac Vice Application: I affirm that I am admitted to practice in the United States Courts for the \_\_\_\_\_ District of \_\_\_\_\_ (applicable state) and that the information set forth above is true and correct.

2. Claims or Other Limited Use Applications: I affirm that on behalf of \_\_\_\_\_, I am authorized to prepare and file proofs of claim, notice of transferred claims, notices(s) of appearance, and reaffirmation agreements.

By submitting this registration form, I, \_\_\_\_\_, agree to abide by the following rules:

a. This system is for use only in cases permitted by the U.S. Bankruptcy Court for the Western District of Kentucky. It may be used to file and view electronic documents, docket sheets, and notices.

b. Filers will need a modern personal computer, Internet access, and Internet browser and software to convert documents from a word processor format to a portable document format (PDF). More specific requirements can be found at the Court's website at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov).

- c. Pursuant to Federal Bankruptcy Rule 9011, every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by a least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
- d. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents, the attorney/participant agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
- e. I agree to abide by the most recent Local Rules, General Orders, Administrative Manual and all technical and procedural requirements set forth therein.

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You will receive notification by email of your user id and password.